

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: March 27, 2019



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
                    This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:**   March 19, 2019

**To:**   Corrina Guardipee-Hall  
            Superintendent of Schools

**From:**   John Salois  
**Title:**   Director of Human Resources

**Subject:** In-state travel: Montana Career Fair

**Description:** Request travel for John Salois, Matthew Johnson and Billie Jo Juneau to attend the University of Montana Career Fair April 8, 2019 in Missoula, MT.

**Financial Impact:** \$535.56 ea

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

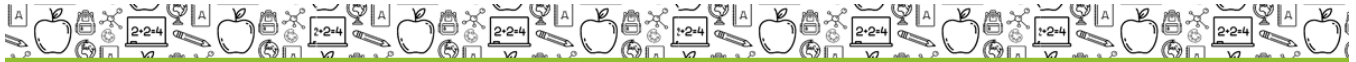
**Attachment(s):** Travel Request/Agenda

**Superintendent Action:**    Approved  Denied     Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



# EDUCATORS CAREER FAIR

MONDAY, APRIL 8, 2019



## Educators Career Fair

**Date:** Monday, April 8, 2019

**Info Sessions:**

8:00 am - 11:00 am

**Fair Time:**

11:00 am - 3:00 pm

**Location:** University Center Ballroom

Join the University of Montana Career Services for the 34<sup>th</sup> annual Educators Career Fair on April 8<sup>th</sup>, 2019 in the University Center Ballroom. This is an excellent opportunity for teacher candidates to network with Montana School Districts and Out-of-state School Districts to find full time employment opportunities. Teacher candidates are invited to attend information sessions presented by the school districts on Monday April 8<sup>th</sup> before the career fair.



**BROWNING PUBLIC SCHOOLS**  
**Leave Report/Travel Request**

Employee Name Sample Travel Request  
 Building Administration

Employee #12854  
 Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>April 7-8, 2019</u>	<u>11</u>	<u>SR</u>
_____	_____	_____

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved; Condition upon the specific leave being available for the specific employee  Not Approved

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay
	<i>(Master Contract) Relationship</i>	

**\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**  
**TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)**

Conference/Workshop Educator's Career Fair (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 4/7/2019

Return Date 4/8/2019

Departure Time 2:00 pm

Return Time 7:00pm

Transportation:  Personal Vehicle Mileage 408 @ .58 = \$ 236.64  
 District Vehicle Per Diem 1 dinner @ \$15.00 & 1 day @ 36.00 = \$ 51.00

Professional Development

<input checked="" type="checkbox"/> Registration PO# _____	= \$ <u>140.00</u>
<input checked="" type="checkbox"/> Hotel PO# _____	= \$ <u>107.92</u>
<input type="checkbox"/> Other PO# _____	= \$ <u>0.00</u>
<input type="checkbox"/> Other PO# _____	= \$ <u>0.00</u>

Sub Total \$ 535.56

Budget 126.90.160.2316.582 (75 %) \$215.73  
226.90.166.2316.582 (25 %) \$ 71.91

**Check Total \$287.64**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_